

Job Description and Person Specification

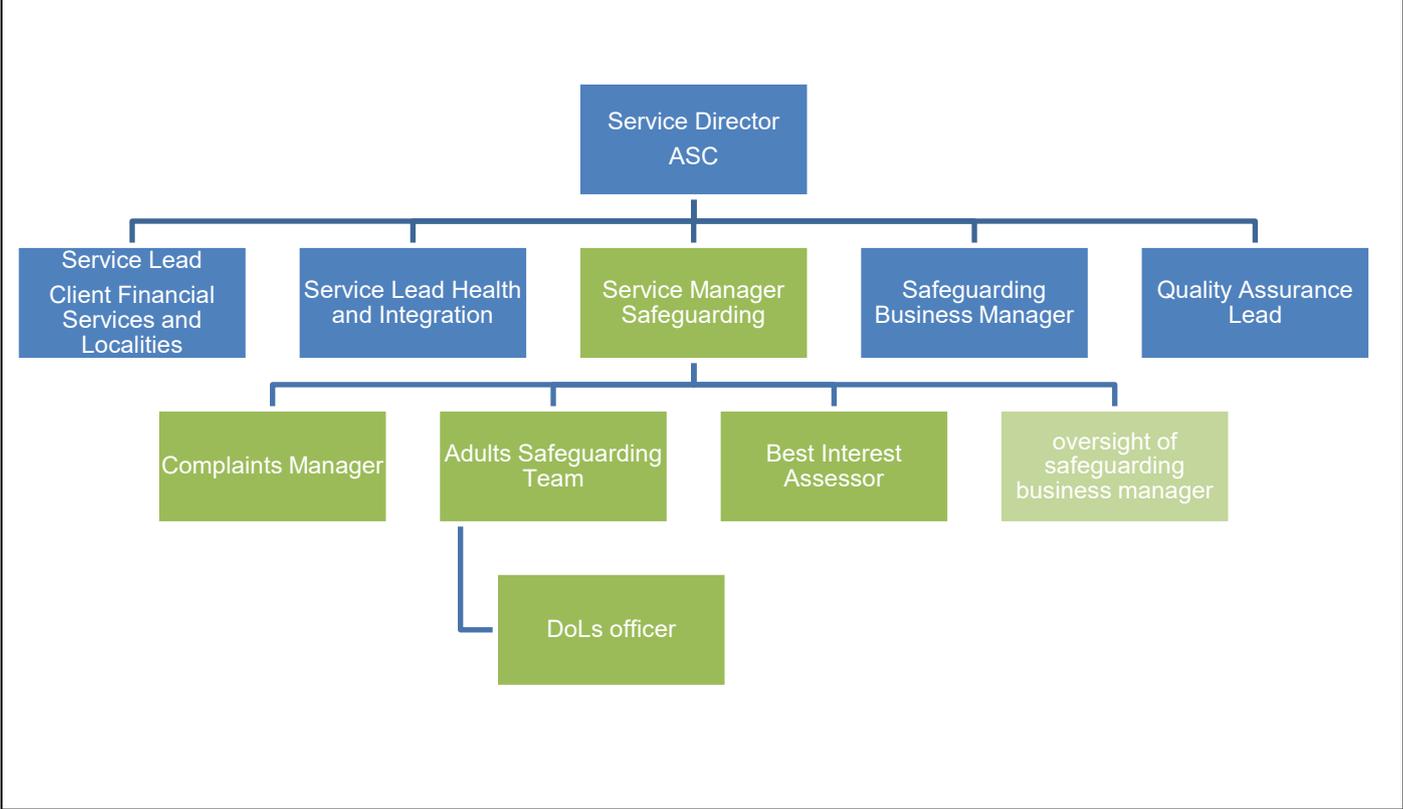
Job title:	Service Manager Safeguarding Adults
Directorate:	People
Service:	Adult Social Care
Team:	Safeguarding Adults
Post number:	00593
Salary grade:	Grade M
Work location:	Market Street
Reports to:	Service Director, Adult Social Care
Supervises:	Adults Safeguarding workers

Job Purpose

- Provide the professional expert lead in all adult safeguarding matters to the social care workforce, wider council, multi-agency partners and providers.
- Understand the requirements for and ensure a Care Act compliant operational framework for Safeguarding Adults is in place reflecting the Berkshire wide policies and procedures.
- Ensure the Council has in place robust arrangements to deliver on statutory duties for Deprivation of Liberty Safeguards within the Mental Capacity Act to make sure timeframes are adhered to.
- To lead the Safeguarding Adults Board liaising with the SAB independent chair and SAB business manager.
- Have oversight of the training program for safeguarding adults to ensure it is up to date, reflects local practice and is of good quality.
- Provide leadership and strong representation within operational multi-agency partnership working arrangements to ensure good outcomes are achieved.
- Lead the ongoing implementation of Making Safeguarding Personal in line with national guidance.
- Lead for the council at a strategic level at all appropriate partnership boards and forums with a particular focus on the Councils statutory role within the SAB, making appropriate arrangements for delivery of agreed actions.
- Work with internal and external partners to produce timely performance data and use this to effectively drive-up quality and inform partners of the work.
- Be knowledgeable with regards to the key legal frameworks and powers ensuring the council and its partners comply.
- Support the work of national bodies such as ADASS in safeguarding adults and DoLS performance improvement.
- Provide guidance and support to the Directorate Leadership team, elected Members and the

wider community - advise on issues of risk and risk management for keeping people safe

Structure Chart



Main Duties and Responsibilities

To assist the Service Director in providing strong and effective management of the service area through:

Service Management

- Lead the safeguarding, Dol's, Complaints and safeguarding adults' functions.
- Contribute to the delivery of the council's strategy, and adult social care strategy
- Provide strategic advice
- Involvement in projects relating to service improvement
- Deputize for the SL where appropriate
- As an ASCM member, contribute to the management and direction of the service area including contribution to the development, implementation, monitoring and review of the Adult social Care Strategy and Service plan
- Contribute to continuous service improvement for CQC preparedness be it provider services or the overarching CQC ASC Assurance

To assist the Service Director in providing strong and effective management of the service area

Main Duties and Responsibilities

through:

- Promoting the Council's Corporate Values and ensuring the Council's Vision, Values and Objectives are achieved by providing a clear sense of purpose and direction within the Safeguarding Adults team.
- Leading/supporting service area projects, as required, include consulting with service users to ensure the views of all sectors of the community/Council are reflected in the recommendations.
- Participating in corporate projects and initiatives, as required.
- Building positive working relationships with Council Members and assisting them in the performance of their duties at service and ward level.
- Promoting good external relations, and promoting the interests of the Council, by, for example, representing the Council at regional and local levels
- Promoting equal opportunities, access to services and tackling discrimination both within and outside the Council. To mainstream equality within all the activities of the Safeguarding Adults team and contributing to the Adult Social Care Service Area Equality Impact Assessments.

Management Responsibilities

- Ensure sound robust leadership and management of the Safeguarding team.
- Continuous reviewing opportunities to improve the efficiency and effectiveness of the team including the delivery of continuous improvement and best value.
- Meeting the Council's Customer Service Standards
- Effective financial management and ensuring effective financial control against allocated budget.
- Effective human resource management, encompassing implementation of the Council's Human Resource Management policies, procedures and guidance with direct line management responsibility for 10 members of staff.
- Effective performance management, including implementation of the Council's performance management practices and the setting up and monitoring of service standards.
- Effective Health and Safety management, including implementation of the Council's Health and Safety policies, procedures and practices.
- Embedding the Council's agreed Risk Assessment practices.

Specific Job Responsibilities

- Be knowledgeable at a professional level of the Council's statutory duties in relation to Safeguarding Adults and the Deprivation of Liberty Safeguards within the Mental Capacity Act.
- Ensure appropriate arrangements are in place to meet the Council's statutory duties in relation to Safeguarding Adults and the Deprivation of Liberty Safeguards within the Mental Capacity Act.

Main Duties and Responsibilities

- Through the management role ensure an effective application of the operational framework (Safeguarding Adults Framework) in line with the Berkshire wide procedures within the Council and across partner agencies.
- Ensure effective management arrangements are in place to advise providers on matters of safeguarding with a focus on risk identification and management.
- Ensure management arrangements are in place to maintain a productive relationship with providers in matters relating to both safeguarding and DoLS.
- Be responsible for the ongoing development of the reporting framework for Safeguarding Adults taking into account the national data set SAB and local requirements.
- Take the lead on raising public awareness using a variety of media on issues of Safeguarding
- Lead and contribute as appropriate to the processes put in place to assess the circumstances of a serious incident, i.e. SCR/IMR proactively working to draw and implement the learning points.
- Ensure systems are in place to manage an effective response to complaints that is timely and in line with guidance and legislation.
- Take a proactive lead in ensuring the training offer for both Safeguarding Adults and DoLS is up to date, reflects local practice and is of good quality.
- Attend appropriate forums e.g. Safer Communities Partnership Strategy Group, MAPPA as a participative and effective representative of the council.
- Facilitate, develop and co-ordinate partnerships with both internal and external partners.
- Maintain membership of the West of Berkshire Safeguarding Adults Partnership Board to fulfil the Council's statutory role, supporting any sub-groups that may be established by the Board.
- Chair the Safeguarding Adults Forum for West Berkshire to facilitate implementation of the strategic objectives and business plan of the West of Berkshire Safeguarding Adults Partnership Board at local operational level.
- Ensure good Member relationships are maintained and the process of keeping elected Members informed of issues relating to safeguarding is robust and supportive.
- To actively contribute to and facilitate the identification and promotion of best practice to support engagement and training events.
- Undertake any other appropriate duties as required all with due regard to the Council's Equal Opportunities Policy.

Corporate

- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.

Adhere to the standards set out in the WBC competency framework.

Person Specification	Essential/ Desirable	Internal Use Only
Qualifications		
Professional qualification in Social Work	D	
Sound knowledge of adult social care legislation and policy	E	
Degree level education or equivalent	E	
Management qualification - experience of management experience in adult services	E	
Experience of delivering appropriate arrangements to comply with the statutory duties in relation to Safeguarding Adults and the Deprivation of Liberty Safeguards within the Mental Capacity Act.	E	
Experience		
Experience of working as a senior manager in a multi-disciplinary setting, working with staff from a wide range of other agencies, including the private and voluntary sector and influencing at a senior level	E	
Experience of working at a technically professional level	D	
Experience of managing strategic priorities for improvement; with ability to demonstrate impact on outcomes	E	
Experience of strategic partnership working and negotiating shared priorities, actions and management of risk	D	
Knowledge and understanding		
Knowledge of relevant children's and adults' services legislation for the management of complaints	E	
Knowledge of adults safeguarding legislation and guidance	E	
Knowledge of children's safeguarding legislation and guidance	D	
Skills and abilities		
Ability to use Outlook, and a web browser to access information.	E	
Ability to use Microsoft Office (Word, Excel, PowerPoint etc.)	E	
Ability to adopt and use Ai tools available e.g. magic notes, Co-Pilot.	E	
Ability to provide direction to the team.	E	
Ability to facilitate change.	E	
Ability to develop productive working relationships with colleagues and stakeholders.	E	
Ability to manage the team and provide learning opportunities for employees.	E	
Ability to use resources effectively.	E	
High-level problem-solving skills.	E	
High level communication skills, both written and verbal with good networking and presentation skills.	E	
High level negotiating skills and ability to influence organizational strategy/development..	E	
Ability to understand, assimilate and analyze complex information.	E	
Understanding of working in a political environment at a senior management level.	E	
Work-related personal qualities and behaviours		
Leadership capability to provide strong vision and direction..	E	

Ability to innovate, implement new ideas and initiate and deliver new ways of working.	E	
Self-motivated and organized, with attention to detail.	E	
Confidence to challenge issues on poor practice and ensure these are fully resolved.	E	
Delivery Through Collaboration – evidence of working collaboratively with others, with dignity and respect to deliver role objectives.	E	
Effective Communication and Engagement – to be able to communicate in a wide variety of forms as required by the role and to take account of the views of others.	E	
Customer Excellence – to be able to act in accordance with the Council's Customer Charter.	E	
Responsibility and Accountability – able to be responsible for own actions in order to deliver the Council's Strategy and Service Priorities.	E	
Continuous Learning and Recognition – evidence of continuous learning and willingness to learn.	E	
Managing Change – open to new ways of working and embracing change.	E	
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	
Enhanced DBS check with relevant barred list/s	Yes	
Is this post politically restricted?	Yes	
Full, driving license.	E	

West Berkshire Council's Behaviour Framework

